

REQUEST FOR PROPOSAL

TO PROVIDE SECURITY GUARD SERVICES FOR A PERIOD OF TWO (2) YEARS
AT VARIOUS LOCATIONS THROUGHOUT THE PARISH OF JEFFERSON FOR THE
JEFFERSON PARISH DEPARTMENT OF SECURITY



RFP No.: 0416

Proposal Receipt Date: October 23, 2020

Proposal Receipt Time: 4:30 P.M.

Jefferson Parish
Department of Purchasing
P. O. Box 9
Gretna, Louisiana 70054

(504)364-2678

Revision Date: 2.17.2017

TABLE OF CONTENTS

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background	4
1.2 Purpose.....	4
1.3 Goals and Objectives –	4
1.4 Proposer Minimum Requirements	5
1.5 Schedule of Events.....	6
1.6 Proposal Submittal	7
1.7 Proposal Response Format.....	8
1.8 Number of Response Copies.....	9
1.9 Legibility/Clarity.....	9
1.10 Pre-proposal Conference - Mandatory	10
1.11 Written Inquiries	10
1.12 Inquiry Periods.....	10
1.13 Required Signed and Notarized Affidavits	11
1.14 Proposal Guarantee	12
1.15 Performance Bond	12
1.16 Fidelity Bond Requirements	12
1.17 Proposal Validity	12
1.18 Revisions, Withdrawals, Protest Procedures	13
1.19 Cost of Offer Preparation.....	13
1.20 Acceptance of Proposal Content.....	13
1.21 Written or Oral Discussions/Presentations	13
1.22 Standard Terms and Conditions and Non-negotiable Contract Terms	13
1.23 Taxes.....	14
1.24 Selected Proposer’s Responsibilities	14
1.25 Sub-Contractor Requirements.....	14
1.26 Insurance Requirements.....	14
1.27 Subcontractor Insurance.....	14
1.28 No Guarantee of Quantities	15
1.29 Contract Negotiations	15
1.30 Cancellation of RFP or Rejection of Proposals	15
1.31 Evaluation and Selection.....	16
1.32 Indemnification	18
1.33 Payment for Services	18
1.34 Termination.....	19
1.35 Assignment	19
1.36 EEOC and ADA Compliance	20
1.37 Audit of Records	20
1.38 Record Retention	20

1.39	Record Ownership	21
1.40	Content of Contract/Order of Precedence.....	21
1.41	Contract Changes	21
1.42	Substitution of Personnel	21
1.43	Force Majeure	21
1.44	Governing Law	21
1.45	Claims or Controversies.....	22

PART II

2.1	Scope of Work/Services.....	23
2.2	Period of Agreement	35
2.3	Cost Proposal (Price Schedule).....	35
2.4	Deliverables	35
2.5	Location	36
2.6	Financial Profile.....	36
2.7	Proposal Elements.....	36
2.7(A)	Technical	36

PART III

3.1	Federal Contract Provisions.....	37
-----	----------------------------------	----

PART IV

4.1	Evaluation Criteria	38
-----	---------------------------	----

PART V

5.1	Performance Requirements.....	39
5.2	Performance Measurement/Evaluation.....	39

APPENDICIES

APPENDIX “A” INSURANCE REQUIREMENTS

SIGNATURE PAGE

CORPORATE RESOLUTION

REQUEST FOR PROPORSAL AFFIDAVIT INSTRUCTIONS

REQUEST FOR PROPOSAL AFFIDAVIT

ATTACHMENT “B” PRICE SCHEDULE

Copy of Advertisement

**REQUEST FOR PROPOSAL FOR
PROVIDING SECURITY GUARD SERVICES FOR A PERIOD OF TWO (2) YEARS
AT VARIOUS LOCATIONS THROUGHOUT THE PARISH OF JEFFERSON
FOR THE JEFFERSON PARISH DEPARTMENT OF SECURITY.**

1.1 Background – Locations and Times for Services

The locations of these services are to be performed at various Jefferson Parish properties/facilities throughout Jefferson Parish (except for the towns of Grand Isle and Jean Lafitte) on an as needed basis at the direction of the Director of Security. Services will be needed at certain locations on a regular day and time schedule or as needed for special events from time to time including situations where emergency events, (weather, protest, etc.) require guard services.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified proposers who are interested in providing Scope of Work as defined in Part II hereof. By submitting a proposal, proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

1.3 Goals and Objectives –

The Department of Security desires to receive proposals from firms who wish to furnish security guard services for a period of two (2) years, beginning with the date indicated on the Notice to Proceed, for various locations throughout the Parish of Jefferson. Jefferson Parish reserves the right to extend this contract for an additional year, if agreed upon by the vendor and Jefferson Parish.

SECTION INTENTIONALLY LEFT BLANK

1.4 Proposer Minimum Requirements

Proposer shall be experienced at providing services similar in nature and complexity to the project outlined in this Request For Proposal (RFP).

The proposer shall provide with its proposal written proof that proposer has been in business for at least five (5) years consecutively from the date of this RFP.

The proposer must be licensed and bonded as required by law and must possess a current Jefferson Parish and State Occupations Licenses, as applicable. Copies of licenses must be submitted with proposal.

All guards providing services to Jefferson Parish shall be certified by the Louisiana Board of Private Security Examiners who is set forth by the Louisiana legislature to license security officers through the regulations found in Part LIX (Private Security Officers) of the Title 46 (Professional and Occupational Standards) of the Louisiana Administrative Code and the statutes found in Chapter 47 (Private Contract Security Companies) of title 37 (Professional and Occupations) of the Louisiana Revised Statutes. **A copy of the required license shall be furnished with their proposal.**

References:

Proposers must provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in recent past (department to define recent past but not to exceed past two years). Contact person(s), addresses and telephone numbers for each reference shall be included.

The Proposer (may/may not) satisfy the Proposer Qualifications through the use of a subcontractor.

SECTION INTENTIONALLY LEFT BLANK

1.5 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
1. RFP E-mailed and posted online	9/16/2020	At least 30 days prior to the last day that proposals will be accepted
2. Pre-Proposal Tele-Conference	10/02/2020	10:00 A.M.
3. Deadline to receive written inquiries	10/14/2020	4:30 P.M.
4. Proposal Receipt Date and Time	10/23/2020	4:30 P.M.
5. RFP Evaluation Committee Meeting		TBD

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally proposers may check for meeting information posted on the Jefferson Parish website.

6. Council Selection via resolution	To be scheduled
7. Contract Ratification via resolution	To be scheduled

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

SECTION INTENTIONALLY LEFT BLANK

1.6 Proposal Submittal

All proposals including mandated affidavits in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: Provide Security Guard Services for a period of two years at various locations throughout the Parish.
- Proposal No. 0416
- Proposal Receipt Date and Time: 10/23/2020 at 4:30 PM

Proposals will be received at either of the following locations:

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053

or

Jefferson Parish Purchasing Department
Joseph S. Yenni Building
1221 Elmwood Park Blvd., Suite 404
Jefferson, LA 70123

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Late proposals will not be accepted.

PROPOSALS SHALL NOT BE OPENED PUBLICLY. Cost proposals (Price Schedules) shall be submitted in separate, sealed envelopes and shall remain sealed until the RFP Evaluation Committee meeting. PRICES SHALL NOT BE READ UNTIL THE COMPLETION OF THE TECHNICAL EVALUATION. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.7 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter: Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the Proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Technical Proposal: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications
- D. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc..
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.
- F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.

- G. Financial Profile: Firms are requested to submit documentation from the past three (3) years demonstrating firm's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and **MUST NOT** be included with the cost proposals.
- H. Cost Proposal: Proposer's fees and other costs shall be submitted in a **separate sealed envelope** with proposal submission in accordance with section 1.3 above. This cost proposal shall include any and all costs the Proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.8 Number of Response Copies

Each Proposer shall submit one (1) signed original response along with six (6) additional copies of the proposal, including mandatory affidavits (signed and properly notarized) in original format. In addition, proposer must submit a copy on CD-R/CD-RW media or flash drive as long as data on the disc and/or flash drive is formatted to open in the standard Microsoft Office suite programs (.xls, .doc, .ppt). PDF files are also acceptable. Cost proposals ***should not*** be included in the electronic submission.

Cost proposals must be submitted in a separate sealed envelope, which contains one (1) original and six (6) additional copies. The envelope will remain sealed until the evaluation committee meets and scores all technical components of this RFP as indicated in the evaluation criteria.

1.9 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposer's response shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.10 Pre-proposal Conference - Mandatory

A non-mandatory pre-proposal tele-conference will be held at **10:00 A.M. on October 2, 2020 phone number: (504) 323-1800 Meeting ID: 181357.** Prospective proposers may participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions thereto. Any firm intending to submit a proposal is encouraged to attend and should have at least one authorized representative attend the Pre-proposal Conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the Parish of Jefferson will be stated in writing in response to written questions in the form of addenda provided to all prospective proposers.

1.11 Written Inquiries

The Parish shall only consider written and timely communications from proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all prospective proposers.

1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions **MUST** be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than three full working days, 4:30pm, from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the proposer shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section may be delivered by regular mail, express courier, e-mail, hand carried to:

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053

or

Jefferson Parish Purchasing Department
Joseph S. Yenni Building
1221 Elmwood Park Blvd., Suite 404
Jefferson, LA 70123

Phone: (504)364-2678 Or: (504) 364-2682

Buyer Email: sduffy@jeffparish.net

Buyer Name: Ms. Sidney Duffy, Buyer II

1.13 Required Signed and Notarized Affidavits

Affidavits in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances are required with proposal submission. For the convenience of vendors, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit*. **This affidavit (Request for Proposal Affidavit) must be completed, signed, properly notarized and submitted in its original format with the proposal submission. Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Section 2-895(b) of the Jefferson Parish Code of Ordinances.**

***Pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances, shall be exempted from submitting the Sub-contractor Affidavit. As such, this section is NOT required to be completed in the Request for Proposal Affidavit. However, a list of all sub-contractors used in the performance of the pre-placed emergency contracts shall be submitted prior to payment on the contract.**

All persons or firms who are under contract which were awarded on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts or who submit responses to any request for submittals to contract on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the firm, who would assist in providing services or materials under the contract or who would share in any fees, commissions or other remuneration under the contract. Each such subcontractor or person shall submit all documents and information required by this section. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and ratified by Council resolution. Said written request shall provide to the detailed justification of the compelling need for such addition substitution

1.14 Proposal Guarantee

Each proposal shall be accompanied by a proposal guarantee in the form of a bond (from a surety licensed to conduct business in the State of Louisiana), or a certified or cashier's check or money order made payable to Jefferson Parish in the amount of (\$20,000.00) Twenty Thousand Dollars. Proposal guarantee may be forfeited for failure on the part of the selected proposer to execute the proposed agreement within Twelve (12) days after such proposed agreement is submitted to proposer in conformity with the terms, conditions, and specifications of this RFP. Proposal guarantee, not otherwise forfeited herein under shall be returned to proposer(s) upon the award of a contract.

1.15 Performance Bond

The successful proposer shall be required to provide a performance (surety) bond in the amount of one hundred thousand dollars (\$100,000.00) to insure the successful performance of the agreement in accordance with the negotiated terms and conditions of the parties. The proposer acknowledges and agrees that the performance bond may be forfeited for successful proposer's failure to fully and faithfully perform its obligations in accordance with the negotiated and executed agreement.

1.16 Fidelity Bond Requirements

The successful proposer shall be required to provide a fidelity bond in the amount of one hundred thousand dollars (\$100,000.00) to insure that the Parish is protected from fraudulent acts performed by the successful proposer and/or its employees. The proposer acknowledges and agrees that the fidelity bond may be forfeited for losses that are incurred as a result of fraudulent acts by the successful proposer and/or its employees.

1.17 Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time an agreement is executed.

1.18 Revisions, Withdrawals, Protest Procedures

If the proposer needs to submit changes or revisions, proposers shall submit these in writing, signed by an authorized representative of the proposer. All addenda and changes must cross-reference the relevant RFP section. Said changes or revisions shall be delivered prior to the RFP proposal receipt date and submitted in a sealed envelope to be opened contemporaneously with the proposal submission. Proposer(s) request(s) for withdrawal of responses to this RFP must be submitted in writing and received prior to the RFP receipt date as set forth in the Schedule of Events.

Any proposer that submitted a response for this Requests for Proposals may protest in writing to the Director of Purchasing within 48 hours of the evaluation committee meeting. The Purchasing Director will review the complaint in conjunction with the Parish Attorney's Office who will then respond as soon as possible in writing to the proposer.

1.19 Cost of Offer Preparation

All submissions in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.

1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

1.22(A) The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.net.

1.22(B) Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.

1.22(C) It shall be the duty of every Parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the Parish and the duty of every applicant for certification of eligibility for a Parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a proposal, proposer acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

1.23 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of State and Parish taxes.

1.24 Selected Proposer's Responsibilities

The selected proposer shall be required to provide all items and services offered in his proposal. The proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

1.25 Sub-Contractor Requirements

Subcontractor labor is not allowed for this service.

1.26 Insurance Requirements

Proposer shall furnish the Parish with certificates of insurance evidencing mandating coverage(s) pursuant to Resolution No. 113646 and Attachment "A". A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net.

1.27 Subcontractor Insurance

Not required for this RFP- Subcontractors not allowed for this contract

1.28 No Guarantee of Quantities

The Parish of Jefferson does not guaranty quantity or services required in the scope of work defined in Part II. The Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities of items or extent of scope of work are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the pricing schedule.

1.29 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for ratification. Contract negotiations are limited by section 1.22 Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP evaluation committee shall seek authorization from the Council to negotiate a contract with another proposer under that RFP.

1.30 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this RFP, or cancel this RFP prior to proposal receipt date if in the best interest of the Parish.

SECTION INTENTIONALLY LEFT BLANK

1.31 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all Proposer submissions will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the evaluation committee must review the RFP, concerning not only the task of description but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of members from requesting department(s), Research and Budget, Purchasing, Finance and Legal Department (Parish Attorney's Office). The representative of the Legal Department shall act as secretary of the evaluation committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. After completion and tallying of the technical evaluation scores, each scoring evaluation committee member shall sign and date his individual score sheet. After the secretary of the evaluation committee collects all individual score sheets, the Purchasing Department and the requesting department shall tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Purchasing Department shall open the sealed pricing proposals, and shall read the pertinent portions of those pricing proposals aloud. To the extent necessary, the evaluation committee may further review and analyze the cost proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department shall calculate the cost evaluation portion of the scoring sheet, using the pricing proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty-five percent (25%) of the total points assigned, and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned.

SECTION INTENTIONALLY LEFT BLANK

After the Finance Department completes the cost evaluation scores, the Purchasing Department and the requesting department shall each add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department, the Finance Department and the requesting department. The secretary of the evaluation committee shall collect all individual and tabulated score sheets and deliver them to the Parish Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified firms and explaining their rationale. Attached to the memorandum shall be copies of the cost proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those pricing criteria. A list of names of the responsive and responsible proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible offers. Responsibility of a proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the evaluation meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.net, for meeting details.

Upon completions of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the evaluation committee; except that the Council may select a proposer other than the highest-ranked proposer provided that proposer selected has been given a cumulative score by the committee that is no more than ten percent (10%) lower than the cumulative score for the highest-ranked proposer.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the proposer can submit, from a technical standpoint; and from a price standpoint. If the evaluation committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all proposers.

1.32 Indemnification

Proposer shall agree to indemnify and hold the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, harmless against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by proposer under this RFP.

Further, proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

1.33 Payment for Services

The proposer shall address and send the invoice to the requesting department pursuant to the payment terms negotiated in the agreement. Payments will be made by the requesting department no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the requesting department. Invoices shall include the contract and purchase order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.

Successful proposers submitting payment requests for services in connection with pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances shall provide a list of all sub-contractors used in the performance of the pre-placed emergency contracts prior to payment on the contract.

1.34 Termination

The proposer affirmatively acknowledges and agrees that the terms of any ensuing agreement shall be binding upon the parties hereto until the work has been completed and accepted by the Parish; but said agreement may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties hereto.
- B. By the Parish as a consequence of the failure of successful proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of successful proposer(s) provided the Parish will give successful proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the manager) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the Agreement.
- D. By the Parish for convenience by issuing successful proposer(s) thirty (30) days written notice.

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.35 Assignment

The proposer affirmatively acknowledges and agrees that any ensuing agreement shall be binding upon the successors and assigns for the parties hereto. The ensuing agreement being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the Parish, in the Parish's sole discretion.

SECTION INTENTIONALLY LEFT BLANK

1.36 EEOC and ADA Compliance

The proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

1.37 Audit of Records

Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Successful proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during successful proposer(s) normal business office hours, the books and records pertaining to the services provided under this Agreement. Parish's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of Parish.

Periodic and/or Annual Reports. At any time, the Parish may request that the successful proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuring agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

1.38 Record Retention

The proposer shall maintain all records in relation to this proposed agreement at its location for a period of at least five (5) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

1.39 Record Ownership

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by proposer upon request at expiration or earlier termination of this agreement.

1.40 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the proposer's proposal; and, 4) Resolution No. 113646 and any amendments thereto.

1.41 Contract Changes

Upon negotiation of a bona-fide agreement between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

1.42 Substitution of Personnel

In conformity with Section 1.6, substitution of personnel shall be ratified by the Council. In addition to the foregoing, if during the term of the contract, the proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

1.43 Force Majeure

The proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated agreement if the proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, epidemic or court order; provided the proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as considered cause or grounds for early termination of this agreement.

1.44 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 113646.

1.45 Claims or Controversies

Proposer, as evidenced by his signature, agrees that the agreement shall be made in accordance with the laws of the State of Louisiana. The proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

SECTION INTENTIONALLY LEFT BLANK

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

We extend this proposal to enter into a contract to furnish unarmed, uniformed, security guard services for a period of two (2) years, and to furnish security guard personnel to conduct temperature screenings of persons entering a Jefferson Parish facility for a period of two (2) years, beginning with the date indicated on the "Notice To Proceed", for various locations throughout the Parish of Jefferson excluding the Towns of Grand Isle and Jean Lafitte. Specific locations and shifts will be assigned to the proposer awarded the contract by the Director of the Department of Security. The Director of Security or his appointed designee(s) shall be the point of contact for daily operations.

Proposers must be able to provide/comply with the following:

- Any vendor personnel who will operate an automobile as part of the services required for this RFP must possess a Louisiana Driver's License at all times during this contract.
- All security guards must be able to proficiently read, write, and understand the English language.
- All security guards must be a high school graduate or have a G.E.D. For each employee working, successful vendor shall provide a copy of the graduating certificate or an affidavit stating the employee has achieved graduation at the high school level.
- Successful vendor shall provide a letter for each employee working stating all security guards meet the following requirements:
 - - a. Each employee shall have six (6) months of security guard experience
 - b. Ability to meet and deal with the general public.
 - c. An ability to read, understand, and apply rules detailed orders, instructions and training materials.
 - d. An ability to maintain poise and self-control under stress.
 - e. An ability to construct and write clear, concise, accurate, and detailed reports.
- All personnel assigned must be drug and alcohol free while on duty at Jefferson Parish sites. Successful vendor shall provide documentation stating any employee working at a Jefferson parish facility has passed a drug test. Documentation shall be given for any new employee assigned to this contract.

- Guards must be neat in appearance, alert, trained in security and in the use of all equipment required to effectively perform each phase of the job at all times. Proof of compliance and expertise shall be required before any guard is allowed to work at a parish site. Equipment included will consist of batons, flashlights, vehicles, bicycles, radios, etc. and any other equipment needed to perform the job must be provided by the proposer. Proposer will also be responsible for the servicing and upkeep of these items. No golf carts are allowed. An automobile will be solely for the use of proposer; Jefferson Parish personnel will NOT operate or use said automobile.
- The security firm must have an in-house 24-hour, 7-day per week, 365 day per year, dispatching office. An answering service is not acceptable. Dispatch must be in contact with vendor personnel utilizing vendor owned two way radios or other communications required under this contract.
- Field supervisors shall be provided by the proposer awarded the contract and their names shall be on file with the Parish. Supervisors shall be trained in supervision or have at least two (2) years of experience supervising security personnel. Successful vendor shall provide documentation of required experience.

Unscheduled inspections of security personnel shall be conducted at each location where security guards are stationed. All personnel shall be individually trained for their particular post (duty station), on site. Retraining at the site will be required as site specifics change. Supervisor will document supervision and training, and the documentation shall be kept on file for inspection by either the Director of Security or his appointed designee(s)

All supervision shall be at no additional cost to the Parish of Jefferson. This cost shall be included in hourly charges for security guards. There shall be a minimum of one (1) supervisor assigned to this contract and dedicated solely to Jefferson Parish. Supervisors shall not be utilized for filling vacant shifts. Supervisors shall constantly visit all sites and conduct constant inspections and training. Supervisor will document site visits and inspections, and the documentation shall be kept on file for inspection by either the Director of Security or his appointed designee(s)

Security personnel shall be physically fit to perform necessary security functions. Physical fitness and readiness will be specific to each site and will require the security personnel to be in adequate health, and physically able to perform the duties required by the job.

Security personnel, under no circumstances, shall carry, display or use weapons of deadly force. Incidents requiring such force will be turned over to the Jefferson Parish Sheriff's Office or proper authorities for resolution. Security personnel shall cooperate fully with all local, state and federal law enforcement agencies. Incidents involving suspected criminal conduct shall be immediately reported to the Director of the Department of Security.

The Parish reserves the right to require immediate removal of any security personnel from their post if they are deemed unfit for any reason.

Unauthorized use of property may result in a request for immediate removal from Parish sites. Proposer's personnel are to use the phone provided at guard site(s) or phones designated by site manager or contract administrator. In an emergency, any phone may be used. All phone calls are to be local and for business purposes only. No personal calls are allowed.

Proposer's personnel shall not use any computer or other office equipment, except when Jefferson Parish gives permission.

The Parish must give a minimum of twenty-four (24) hour notice to the proposer for security guard services required. Jefferson Parish will give a minimum of a twenty-four (24) hour notice to the guard service company in the event additional guard services are needed at a new location not listed in this Request for Proposal (RFP).

Attire:

All of proposer's employees will be properly attired in a parish approved uniform at all times while on Parish property. Uniform styles will be designated for each post or site. Uniform shall:

1. Be kept neat, clean, and in good repair at all times.
2. Bear one (1) patch or emblem depicting proposer's business name.
3. Include a badge that is unique to the proposer.
4. Include an employee identification badge no smaller than fourteen square inches. Badge shall have the following printed on it:
 - a. Company name
 - b. Company logo
 - c. Photo of employee
 - d. Employee name
 - e. Date issued

The security firm shall provide the uniform attire for its employees. Additionally, blazer ensembles may be requested at the discretion of the Parish at specified sites.

The security firm must provide foul weather attire for sites where working outside is a part of the post at no extra cost to Jefferson Parish.

The security firm must provide personal protective equipment if required for the site services are being provided.

PPE requirements:

- All screeners shall wear appropriate PPE at all times while performing temperature screening.
- Personal protective equipment ("PPE") will be provided by the successful vendor as required by applicable health authority guidance and Jefferson parish procedures. The required PPE will be dependent on the manner in which the services are performed. PPE shall include and not be limited to:
 - Mask to cover individual's nose and mouth
 - Eye shield/covering
 - Gloves
 - Outer protective coverall

The security firm shall provide random drug testing once a month on employees working at Jefferson parish sites. Findings shall be sent to the Department of Security Director on the last day of each month during the contract.

Flashlights must be provided as part of employee's uniform.

Training:

Proof of training in the following areas shall be required for every employee assigned to this contract. Documentation shall be provided for all employees assigned to this contract and any new employee before the employee can work at any parish facility.

1. Certified by the LA Board of Private Security Examiners
2. Security Measures
3. Physical and Personal Safety Measures
4. First Aid – The ability through professional and proper training to administer emergency treatment (CPR, triage, wound care, etc.) to an injured or sick person before professional medical care is available.
5. Fire Prevention
6. Laws of Arrest, Legal Rights, and Responsibility
7. Parking and Traffic Control
8. Interior and Exterior Security Techniques
9. Training in Supervision (for Supervisors)
10. Louisiana Driver's License (for guards who will operate automobiles)
11. Report Writing
12. Foot Patrol and Observation
13. Familiarization with alarms, access controls, close circuit televisions, and fire suppression systems.

Successful vendor shall provide documentation proving that Prior to being assigned to a post, the security firm must provide its personnel with a minimum of eight (8) hours of on-post training for Officer I assignments. On-post training shall include all of the following:

- Post orders and procedures
- As needed – security related equipment, electronic systems monitoring
- Must have full working knowledge of the building/patrol area and security related procedures.
- Those additional duties and certifications as described per position.

Personnel:

The contract will require two (2) levels of personnel, as follows:

Security Officer I:

Duties to include, but not limited to the following:

- permitting only authorized persons to enter the premises and maintaining proper control of visitors and vendors
- recognizing and reporting all safety hazards, and security exposures
- respond to all emergencies, as training dictates and entering all incidents into officer reports
- enforcing all safety and security regulations as defined in the post orders;
- completing all security patrol tours
- respond to and answer all alarms
- operate and monitor close circuit television equipment
- maintain security shift log
- provide telephone response, including emergency phone
- contact local agencies in event of emergency
- verify license plate numbers when necessary
- maintain valid driver's license
- Operate all security systems designated including CCTV, access control, and x-ray and magnetometers
- Act as initial customer interface for security service

Supervisors:

All supervisors shall meet the standards set forth in this RFP. In addition, but not limited to the following they must perform:

- Inspection of security officers
- Implement progressive discipline
- Site training of officers
- Operation of a Control Center, including the monitoring of status and condition alarms, access control, CCTV systems, communication systems, dispatch, and other duties as directed
- Investigate and write detailed reports
- Be able to determine reasonable responses to circumstances not covered by instruction.
- Assist Parish Building Inspectors on an as needed basis to secure dangerous and abandoned buildings prior to parish inspection.

Personnel must be carefully selected on the basis of the following criteria.

1. character
2. ability
3. reputation
4. habits
5. associations
6. prior employment
7. knowledge in security work
8. physical condition
9. Able to read, write, and speak the English language.

Personnel must be carefully selected on the basis of a thorough background check, criminal records check, drug testing, and a doctor's physical. A complete background report shall be required upon demand by the Parish. In addition, a criminal records check shall be required, and a credit check may be required at the discretion of the Parish. This information shall be on file before a guard is placed at a post.

The documentation for background reports, etc. of security firm personnel will be the responsibility of the security firm.

The security firm shall provide the telephone numbers of managers, supervisors, and executive personnel. This information is to be updated as needed, affording the Parish continuous contact throughout the term of the contract.

The Parish maintains the right to visit the training facilities of the proposer prior to the award of the contract and at any time throughout the term of the contract.

Special Instructions:

Payment for services rendered will be made on a monthly basis upon receipt of each invoice. The names of security personnel who worked and how many hours worked at each site will be indicated on the invoices. Invoices are to be submitted to the department responsible for the site of service.

First Parish Court administration wishes to be invoiced for their regularly assigned guards so that they receive a paycheck even though they may not have worked their shift due to an unscheduled or unforeseen Court closure.

Proposer shall submit the firm's annual scheduled holidays with their proposal.

No security guard shall work more than twelve (12) hours in each sixteen (16) hour period.

Late arrivals for shifts will not be tolerated. To ensure proper protection of the Parish facilities, the following formula will be utilized to ensure promptness:

- No show up to 1 quarter (15 minutes) of an hour after the beginning of a shift – Deduction of one-half (1/2) hour of hourly rate from shift
- No show from 16 minutes to 30 minutes after the beginning of a shift – Deduction of one (1) hour of hourly rate from shift
- No show from 31 minutes to 60 minutes after the beginning of a shift – Deduction of two (2) hours of hourly rate from shift
- No show from 61 minutes or longer after the beginning of a shift – Deduction of entire shift, eight (8) hours of hourly rate

To ensure that guards are alert and properly protecting parish facilities, parish personnel will routinely visit all sites. Should any guard be found out of uniform, sleeping on duty or unfit for duty due to physical condition, the Parish will deduct the entire shift of that security officer for that day. This is because the Parish cannot determine how long the shift was not covered. The security guard committing the offense must be interviewed and a written report must be submitted to the Director of Security.

The Parish reserves the right to expand the contract to include other buildings and locations at any time during the duration of the contract under the terms, agreements, and stipulations in the contract. Additionally, the Parish reserves the right to delete sites manned by guards at any time during the duration of the contract.

The proposer shall provide with its proposal written proof that proposer has been in business for at least five (5) years consecutively from the date of this RFP.

The Parish reserves the right to inspect all documentation from the proposer regarding this contract.

All personnel assigned to this contract shall be employed by the successful proposer. No sub-contractors will be allowed.

The proposer must be licensed and bonded as required by law and must possess a current Jefferson Parish and State Occupations Licenses, as applicable. **Copies of licenses must be submitted with proposal.**

All guards shall be certified by the Louisiana Board of Private Security Examiners who is set forth by the Louisiana legislature to license security officers through the regulations found in Part LIX (Private Security Officers) of the Title 46 (Professional and occupational Standards) of the Louisiana Administrative Code and the statutes found in Chapter 47 (Private Contract Security Companies) of title 37 (Professional and Occupations) of the Louisiana Revised Statutes. **A copy of the required license with shall be furnished with proposal.**

All security officers assigned to the Jefferson Parish Government's various locations shall be certified by the Louisiana State Board of Private Security Examiners, having completed successfully the state mandated training, **BEFORE** being released to stand a post at any of the parish locations. **Proposer shall provide proof of this information before any guard is assigned to a post.** In the event the vendor fails to provide this information, Jefferson Parish will not pay for the services provided by these personnel and repeat occurrences will result in canceling of this contract.

Any vendor personnel who will operate an automobile must possess a current valid Louisiana Driver's license while performing duties under this contract.

All security guards must be able to proficiently read, write, speak and understand the English language.

All guards shall possess a high school graduation diploma or a GED and have two (2) years' experience in security work.

Proposer shall supply company owned two-way communications or other means of communications for guards while on duty at parish sites at no extra charge to Jefferson Parish.

Jefferson Parish enforces a "no-tolerance" drug abuse policy.

Guards must be neat in appearance, alert, trained in security and in the use of all equipment required to effectively perform each phase of the job. Each guard must have a uniform with a company logo and the name of the guard shall be visible. Proposer shall supply all equipment needed to perform the security guard job. **Proof of compliance and expertise shall be required before any vendor personnel are placed on duty within Jefferson Parish facilities.**

Supervisors shall be provided by the company awarded the contract. The name(s) of these supervisors shall be submitted to Jefferson Parish within fifteen (15) days of receiving the Notice to Proceed. These names shall be kept on file by the vendor and shall be updated upon any change of vendor personnel and provided to Jefferson Parish. Supervisors shall be trained in supervision. Proposer shall conduct unscheduled inspections of security personnel at each location where security guards are stationed. All personnel shall be individually trained for their particular post (duty station), on site. Retraining at the site will be required as site specifics change. Supervisor will document supervision and training. Documentation shall be provided to Jefferson Parish monthly and shall be kept on file for inspection by Jefferson Parish.

Roving supervisors and their transportation shall be provided at no additional cost to the Parish of Jefferson. Roving supervisors shall not be utilized for filling vacant shifts.

Roving supervisors shall visit all sites daily within two hours of a shift starting and two hours before a shift ends. Supervisor shall conduct inspections and training during these visits. This inspection and training shall include all sites where a stationed supervisor is assigned.

Supervisors will be assigned to buildings as needed and shall be identified as a "Site Supervisor".

Security personnel will be physically fit to perform the necessary security function. Physical fitness and readiness will be specific to that site requirement and will require the security personnel to have or be in adequate health, and physically able to perform security functions.

NO FIREARMS WILL BE ALLOWED or other intermediate weapons such as; pepper spray, batons and electronic incapacitation devices by security guards while at parish sites.

Guards may be required to work assigned locations during emergencies, including hurricanes, tropical storms, etc. at no extra charge to Jefferson Parish.

Project Schedule

After the vendor is issued a "Notice to Proceed", the following schedule shall be followed:

- Week 1
 - a. A meeting with corporate officers and Jefferson Parish personnel shall be conducted.
 - b. Selection and introduction of site supervisor to Jefferson Parish.
 - c. Formulation of customized training program and organizational structure.
 - d. Review copies of any existing post orders, security surveys, threat assessments, and other security site specifics.
- Week 2
 - a. Site supervisor commence revision of post orders and emergency response procedures.
 - b. Commencement of testing and training of selected qualified personnel (if any).
 - c. Interface with Jefferson Parish by site supervisor and corporate officers for progress update and presentation of revised post orders and emergency response procedures, if necessary.
- Week 3
 - a. Site supervisor meets with management for update.
 - b. Site supervisor will submit for Jefferson Parish review, forms for use in daily operations.
 - c. Completion of revised post orders and emergency procedures, if necessary.
- Week 4
 - a. Completion of administrative start-up procedures, including accounting practices.
 - b. Completion of orientation/training of selected personnel; Pre-Start-up with Jefferson Parish.

Definitions:

- **Guard-** Any company personnel at a parish site who shall provide security services.
- **Roving Supervisor-** A company supervisor who shall visit multiple sites at various times. This employee will not be permitted to fill shifts.
- **Site Supervisor-** A company supervisor who is stationed at a parish site to work a shift(s) as needed.

Personnel Requirements:

Proposer shall have the appropriate number of personnel available to perform the required security guard services at the locations listed and for the time periods listed in addition to being able to provide personnel for additional locations and times as needed.

Vehicles:

The basis of the need for an automobile will be solely for the use of unarmed security guard services at various parish locations. It is not used for supervisory personnel and is not an item which will be required for each and every job site. All vehicles shall be marked company vehicles with yellow flashing light(s).

Training:**Proof of training in the following shall be required with the Request for Proposal (RFP):**

1. Certified by the LA Board of Private Security Examiners
2. Security Measures
3. Physical and Personal Safety Measures
4. First Aid – The ability through professional and proper training to administer emergency treatment (CPR, triage, wound care, etc.) to an injured or sick person before professional medical care is available.
5. Fire Prevention
6. Laws of Arrest, Legal Rights, and Responsibility
7. Parking and Traffic Control
8. Interior and Exterior Security Techniques
9. Training in Supervision (for supervisors)
10. Louisiana Driver's License (for guards who will operate automobiles)
11. Report Writing
12. Foot Patrol and Observation

Personnel:

Personnel must be carefully selected on the basis of the following criteria:

1. Character
2. Ability
3. Reputation
4. Habits
5. Associations
6. Prior employment
7. Knowledge in security work
8. Physical condition
9. Able to read, write, and speak the English language.

Personnel must be carefully selected also on the basis of a thorough background check, criminal records check, drug testing, and a doctor's physical. A complete background report shall be required upon demand by the Parish. In addition, a criminal record check shall be required, and a credit check may be required at the discretion of the Parish. This information shall be on the file before a guard is placed on a post.

After receiving the "Notice to Proceed", the proposer shall provide a letter to Jefferson Parish which shall include the following information within five (5) days:

- Name of all personnel (guards, managers, supervisors, executive personnel, etc.) who will be stationed at parish facilities.
- Company organizational chart.
- Contact name, phone number, and e-mail address of all managers, supervisors and executive personnel.
- Indicate all personnel who are listed and will be involved with this contract are in good standing with the company's policies and procedures and meet all requirements stated in these specifications.
- This letter shall be updated when there are any personnel changes involving this contract affording the Parish continuous contact throughout the term of the contract.

The forms for background reports of security guards will be the responsibility of the guard service company.

The security service company will be responsible for water, rain gear, and flashlights at all sites.

The Parish of Jefferson maintains the right to visit the training facilities of the contractor prior to the consummation of the contract and at any time throughout the term of the contract.

2.2 Period of Agreement

The term of any contract shall be for two (2) years commencing on the date indicated on the department issued Notice to Proceed and shall expire at midnight on the day immediately preceding the second anniversary thereof.

Jefferson Parish reserves the right to extend this agreement for an additional year, if agreed upon by the proposer and Jefferson Parish.

If the scope of work as described in Section 2.1 of this RFP pertains to an emergency pre-placed contract, as defined in Section 2-917 of the Jefferson Parish Code of Ordinances, and if Jefferson Parish has not entered into a new contract for the same scope of work prior to May 1st of the year in which this agreement is set to expire, then this contract shall be automatically extended until the end of the calendar year of the same year that this contract is set to expire.

2.3 Cost Proposal (Price Schedule)

Cost proposals must be submitted in separate sealed envelopes which will remain sealed until such time after the evaluation committee makes its evaluation of the proposals on all factors and criteria state in the RFP. The cost proposals shall not be included in the evaluation criteria. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

Pricing must be submitted on the Cost Proposal (Price Schedule) furnished in Attachment "B". All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

2.4 Deliverables

Proposer Deliverables:

- Provide with its proposal written proof that proposer has been in business for at least five (5) years consecutively from the date of this RFP.
- Provide a copy of the graduating certificate or an affidavit stating each guard has achieved graduation at the high school level.
- Provide a letter for each employee working stating all security guards meet all of the requirements and certifications listed in RFP.
- Provide documentation stating any employee working at a Jefferson Parish facility has passed a drug test.

2.5 Location

The locations of these services are to be performed at various Jefferson Parish properties/facilities throughout Jefferson Parish (except for the towns of Grand Isle and Jean Lafitte) on an as needed basis at the direction of the Director of Security. Services will be needed at certain locations on a regular day and time schedule or as needed for special events from time to time including situations where emergency weather events require guard services.

2.6 Financial Profile

Firms are requested to submit documentation from the past 3 years demonstrating firm's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc.

Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the company's financial status or the required certification of bonding and insurance requirements may be assigned a lower score

2.7 Proposal Elements

2.7(A) Technical

Security guards must be certified by the LA Board of Private Security Examiners, having successfully completed the required state mandated training.

Each proposer shall address how the firm will achieve/meet the scope of work as stated in Section 2.1. Technical approach shall detail the following:

Plans and/or schedule of implementation, orientation, and/or installation, etc. (whichever is relevant to the RFP requirements).

Plans for necessary training, where applicable.

Information demonstrating an affirmative statement shall be required that the proposer has reviewed the scope of work, understands the nature thereof and is willing and capable of providing the services thereof

Proposer shall likewise include any information concerning any innovative concepts pursuant to this RFP and terms and conditions that the proposer desires consideration by the Parish.

2.7(B) Qualifications and Experience

Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer satisfaction, demonstrated volume of merchants, etc. Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.

Resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project. Resumes of any and all subcontractors shall likewise be included.

PART III FEDERAL CONTRACT PROVISIONS

3.1 Federal Contract Provisions

NOT APPLICABLE

SECTION INTENTIONALLY LEFT BLANK

PART IV EVALUATION

4.1 Evaluation Criteria

Note: The evaluation scheme shall define the minimum acceptable performance levels, measured as a percentage of the cumulative possible score. This minimum score shall define the threshold to be deemed responsive to the RFP. The evaluation criteria should be specifically tailored and defined to meet the specific needs of the RFP. Each criterion shall be weighted appropriately according to the importance for final score results.

The proposed evaluation criteria shall be looked upon as standards which measure how well a proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the proposer proposes to do.

The proposed evaluation criteria shall measure how well a proposer's approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the proposer intends to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1) TECHNICAL PROPOSAL (Maximum of 75 Points)

"The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:"

- | | |
|---|------------|
| A. Scope of Services | (15) _____ |
| B. Project Schedule | (5) _____ |
| C. Proof of Training | (10) _____ |
| D. Responsiveness to the RFP | (5) _____ |
| E. Specific Experience – similar or larger scope
of services currently being provided | (10) _____ |
| F. Personnel – experience of management staff,
Experience in similar projects, etc. | (10) _____ |
| G. Service Capabilities – amount of available full-time
Part-time or temporary employees, etc. | (10) _____ |
| H. Financial Profile of Company | (10) _____ |

2) COST PROPOSAL

The proposer with the lowest cost shall receive the highest cost evaluation score.

Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned

Maximum # of
Points 25

TOTAL MAXIMUM POINTS FOR THIS RFP- 100

PART V. PERFORMANCE STANDARDS

Note: Departments will be required to report proposer performance upon contract close out.

5.1 Performance Requirements

Proposer shall meet or exceed all requirements as stated in this RFP/Contract at all times. All license, reports, training and guard services shall be of the most professional manner at all times.

5.2 Performance Measurement/Evaluation

Proposer shall provide, with every invoice a questionnaire for evaluation purposes. This questionnaire shall be reviewed by the proposer and respond to any negative response with three (3) working days.

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 dated 12/09/2009. The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 113646.

Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the selected proposer will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish RFP solicitation number

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the proposer.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

Request for Proposals #0416

**TO PROVIDE SECURITY GUARD SERVICES FOR A PERIOD OF TWO
(2) YEARS AT VARIOUS LOCATIONS THROUGHOUT THE PARISH OF
JEFFERSON FOR THE JEFFERSON PARISH DEPARTMENT OF
SECURITY.**

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Provide Security Guard Services for the for the Jefferson Parish Security Department.

Request for Proposals will be received until 4:30 p.m. Local Time on: October 23, 2020.

Acknowledge Receipt of Addenda: Number: _____
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____ Fax Number _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF
THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS
CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH
THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR
AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS, PAPERS,
DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE
ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY
SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING,
CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT
AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE
AND CORRECT COPY OF AN EXCERPT OF THE
MINUTES OF THE ABOVE DATED MEETING OF THE
BOARD OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Request for Proposal Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.
- Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances

Instruction sheet may be omitted when submitting the affidavit

Request for Proposal

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that he/she
is the fully authorized _____ of _____ (Entity), the party
who submitted a proposal in response to RFP Number _____, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B _____ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____

ATTACHMENT "B"
Price Schedule

Item No.	Quantity	U/M	Description	Unit Cost	Total Cost
0010	147,000	Hour	Provide a price per hour for unarmed, uniformed security guard		
0020	14,000	Hour	Provide a price per hour for marked automobile		
0030	17,000	Hour	Provide a price per hour for a stationed supervisor		
0040	25	Hour	Provide a price per hour for unarmed, uniformed security guard, Holiday Rate		
0050	1	Hour	Provide a price per hour for a stationed supervisor, Holiday Rate		
0060	1	Hour	Provide a price per hour for screening methods to detect potential systems of COVID-19 in person seeking access to Jefferson Parish Facilities		
GRAND TOTAL					

**REQUEST FOR PROPOSAL
RFP 0416**

Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFPs) from qualified firms to provide **Security Guard Services** for the Jefferson Parish Department of Security.

To provide Security Guard Services for a period of Two (2) years at various locations throughout the Parish of Jefferson.

All proposals will be evaluated on criteria such as vendor's technical proposal, qualifications and experience, financial profile and proposal responsiveness and other criteria more specifically defined in the RFP document. The maximum total points for each proposal are set at 100 points

**PRE-Proposal Tele- Conference: OCTOBER 2, 2020 at 10:00 a.m. by calling:
Dial in Number: (504) 323-1800
Meeting ID: 181357**

REQUEST FOR PROPOSALS WILL BE RECEIVED IN THE:

Jefferson Parish Purchasing Department
Joseph S. Yenni Building
1221 Elmwood Park Blvd., Suite 404
Jefferson, LA 70123

OR

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053

UNTIL 4:30 P.M. LOCAL TIME ON OCTOBER 23, 2020

For convenience, firms may also submit proposals in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson, LA 70123.

The Jefferson Parish Council reserves the right to accept or reject any and all proposals, in whole or part, pursuant to the law. Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

A copy of the RFP is available gratis from: <http://purchasing.jeffparish.net> and selecting the LA PAC tab or you may call 504-364-2678.

Renny Simno
Director
Purchasing Department

Misty A. Camardelle
Assistant Director
Purchasing Department

ADV: The New Orleans Advocate: September 16, 23, and 30, 2020